

**CHILD CARE CENTER
POTENTIAL QUESTIONS**

/	#	R430-100-	KEY WORDS	NOTES
<i>INFANT/TODDLER AREA - POTENTIAL QUESTIONS THAT MAY BE ASKED OF STAFF</i>				
	10	25(13)(b)	How do you lay an infant down to sleep?	
	7	25(4)	How often do you check and/or change children's diapers ?	
	7	25(6)	How do you feed infants who can't yet sit up and hold their own bottle?	
	7	25(16)	How often do wash toys?	
	5	25(10)	How often do you wash, rinse, and sanitize high chair trays ?	
	5	25(7)	What is the longest period of time you will allow an awake child to stay in a piece of equipment? Why?	
	5	25(11)(d)	How long do you keep baby food, formula, and breast milk after its preparation or opening?	
	3	25(12)	How long do you keep infant formula after a feeding or initiating a feeding?	
<i>DIAPERING AREA - POTENTIAL QUESTIONS THAT MAY BE ASKED OF STAFF</i>				
	7	15(6)	What are your hand washing practices? (how? when?)	
	7	15(3)	How often do you clean and sanitize the diapering surface?	
	5	15(5)	How often do you clean and disinfect the diaper container ?	
	3	15(7)	Are cloth diapers are used? If so, how do you handle them?	

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CHILDREN INDOOR AREA - POTENTIAL QUESTIONS THAT MAY BE ASKED OF STAFF				
	10	18(6)(e)	Are you aware of any children with allergies or food sensitivities?	
	7	9(2)	Are you ever the only care giver in the center? How many children are you caring for during that time?	
	7	11(5)	What is your procedure concerning injury, incident, and accident reports?	
	7	14(3)	How often do you clean and sanitize indoor activity equipment?	
	7	14(4)	How often do you machine-wash stuffed animals and dress-up clothes?	
	7	14(5)	Do you use water tables? If so, how often do you clean and sanitize them?	
	5	9(4)	Are your nap time ratios different from your usual ratios?	
	5	9(5)	When do you count children of employees in ratios?	
SLEEP AREA - POTENTIAL QUESTIONS THAT MAY BE ASKED OF STAFF				
	7	23(2)	How far apart do you place sleeping equipment?	
	7	23(4)	How often do you clean and sanitize mats and sleeping equipment?	
	7	23(5)(d)	How often do you launder sheets and blankets or how often are they sent home to be laundered?	
BATHROOM - POTENTIAL QUESTION THAT MAY BE ASKED OF STAFF				
	7	14(6)	What are your hand washing practices? (how? when?)	
KITCHEN - POTENTIAL QUESTIONS THAT MAY BE ASKED OF STAFF				
	5	18(5)	On what do you serve children's food?	
	3	18(2)	Do parents ever bring in food for all of the children? Is it home-made or store-bought?	

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<i>FIRST AID KIT AND BODILY FLUIDS CLEAN-UP KIT - POTENTIAL QUESTIONS THAT MAY BE ASKED OF STAFF</i>				
	7	24(9)	Where is the first aid kit for the center? Where is the first aid kit located that is taken on field trips?	
	3	14(1)	Where is the bodily fluids clean-up kit and when and how is it used?	
<i>MEDICATION - POTENTIAL QUESTIONS THAT MAY BE ASKED OF STAFF</i>				
	10	13(4)	What would you do if a child had an adverse reaction to a medication or you made an error in the administration of a medication?	
	7	13(1)	Do you give medication? If so, what training have you received in the administration of medications?	
<i>ANIMALS - POTENTIAL QUESTIONS THAT MAY BE ASKED OF STAFF</i>				
	7	19(6)	Are you responsible for the cleaning of animal cages and equipment? If so, where does this cleaning take place?	
	7	19(8)	How do children interact with turtles, lizards and other reptiles?	
<i>VEHICLES - POTENTIAL QUESTIONS THAT MAY BE ASKED OF DRIVER/STAFF</i>				
	10	20(6)	Do you smoke while transporting children?	
	10	20(8)	If you must leave the vehicle, what do you do? Do children remain seated while the vehicle is in motion? How do you ensure this?	
	7	20(3)(b)	Does the vehicle have adequate heat and air conditioning while transporting children?	
	5	20(3)(e)	Do you keep doors locked or unlocked during transport?	
<i>OUTSIDE AREA - POTENTIAL QUESTION THAT MAY BE ASKED OF STAFF</i>				
	7	12(5)(f)	How do you ensure that children have access to drinking water when the temperature is more than 75 degrees?	

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DOCUMENTATION - POTENTIAL QUESTIONS THAT MAY BE ASKED OF DIRECTOR				
	7	8(1)(a)	When and how have you trained staff not to disclose personal information found in files?	
	7	8(1)(b)	How have you trained staff to know who can view confidential information?	
	7	8(1)(c)	How is permission to share confidential information obtained?	
REQUIREMENTS AND TRAINING - POTENTIAL QUESTIONS THAT MAY BE ASKED OF STAFF IF FURTHER CLARIFICATION IS NEEDED				
	10	430-6-5(3)	Did you complete a BCI form when hired?	
	10	24(8)	Openers and Closers (any one alone with children): Do you have current First Aid and CPR certification?	
	10	20(4)	Drivers: Do you have current First Aid and CPR certification?	
	7	7(3)(a)	Where are the center's written policies and procedures? Have you documented an understanding of these policies and procedures?	
	7	24(3)	How often are fire drills conducted? How often are disaster drills conducted?	
	7	7(3)(b)	Did you complete orientation training prior to being left alone with children which included:	
	7	7(3)(b)(i)	-job description?	
	7	7(3)(b)(ii)	-introduction and orientation to children?	
	7	7(3)(b)(iii)	-releasing children?	
	7	7(3)(b)(iv)	-policies and procedures?	
	7	7(3)(b)(v)	-reporting abuse?	
	7	7(3)(b)(vi)	-Informational Guide?	

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	7	7(5)	If you have been employed for over a year, have you completed the required 20 hours of annual training which included the following:	
	7	7(5)(a)	-nutrition?	
	7	7(5)(b)	-hand washing, OSHA?	
	7	7(5)(c)	-administration of medication?	
	7	7(5)(d)	-ill children?	
	7	7(5)(e)	-accident prevention?	
	7	7(5)(f)	-reporting diseases?	
	7	7(5)(g)	-reporting abuse?	
	7	7(6)	If you are caring for infants and toddlers, did your annual training include the following:	
	7	7(6)(a)	-preventing Shaken Baby?	
	7	7(6)(b)	-preventing SIDS?	
	7	7(6)(c)	-coping with crying babies?	
	7	7(6)(d)	-brain development?	
	5	18(4)	Do you prepare or serve food? Do you have a current Food Handler's permit?	
	3	7(4)	Have you been employed for more than 30 days? Have you had a TB screening?	

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POTENTIAL QUESTIONS THAT MAY BE ASKED OF DIRECTOR				
	10	11(4)	What is the center's practice when some one unknown arrives to pick up a child?	
	10	11(6)	What is the practice if there is a life-threatening injury to a child?	
	10	12(8)	What are the ratios for off-site activities?	
	10	12(8)(e)	How do you identify children when they are away from the center?	
	10	12(8)(f)	Are children's names on the identifiers?	
	10	12(9)	Do care givers remain at pools with the children?	
	10	17(2)(3)	What discipline methods are used at the center?	
	10	18(6)(e)	How do you notify staff of children's allergies and food sensitivities?	
	10	24(4)	How do you ensure the center has a working telephone?	
	10	16(3)	What is the center's policy on firearms or weapons in the facility?	
	7	12(8)(a)	How do you ensure that at least one person with current First Aid and CPR certification is at any off-site activity?	
	7	6(5)(b)	How is staff trained to meet the needs of the children?	
	7	6(5)(c)	How do you handle the reporting of communicable diseases?	
	7	6(6)(a)	How do you monitor the use of tobacco at the facility?	
	7	6(6)(b)	How do you monitor the use of alcohol at the facility?	
	7	6(6)(c)	How do you monitor the use or possession of illegal substances at the facility?	
	7	6(6)(d)	How do you monitor the use or possession of sexually explicit material at the facility?	

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	7	11(5)	What is your procedure concerning injury, incident, and accident reports?	
	7	12(8)(d)	What is your procedure for ensuring that staff take emergency numbers and treatment releases when off-site?	
	7	14(2)	How do you ensure personal hygiene items are not shared?	
	7	15(8)	Do care givers who diaper prepare food?	
	7	15(9)	Do staff who prepare food diaper or assist in toilet training?	
	7	21(4)	What is your procedure for the prevention of insects, rodents and vermin?	
	5	6(5)(d)	How often do you conduct safety inspections of the facility?	
	5	6(2)(d)	How do you keep Licensing informed if the facility's phone number changes?	
	5	6(3)	Do you or your designee have sufficient freedom from other duties to manage the facility? How often are you on the premises	
	5	7(3)	What are your minimum care giver qualifications?	
	5	9(6)	When can group size be exceeded?	

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	5	10(2)	What is your policy concerning children who become ill while at the center?	
	5	10(2)(a)	How do you separate ill children?	
	5	10(2)(b)	What is policy for contacting parents of ill children?	
	5	10(2)(c)	How do you inform parents when there has been a child at the center with a communicable illness?	
	5	10(2)(d)	How do you protect the confidentiality of the child with the illness?	
	5	11(7)	What would your procedure to notify Licensing if there is a fatality? a hospitalization? the use of an emergency medical response?	
	5	12(8)(g)	How do you ensure hand washing during an off-site activity?	
	5	19(7)	How do you inform parents of animals at the center?	
	3	10(1)(b)	Did you submit the Child Care Facilities Annual Summary Report to the Department of Health Immunization Program on November 30th?	
	3	11(2)	Is the center open to parents during business hours?	
	3	12(8)(b)	How do you obtain consent from parents for off-site activities?	
	3	12(8)(c)	How do you notify parents of schedule changes for an off-site activity?	
	3	17(4)	How do you notify parents of your discipline policies?	
	1	17(1)	Do you have rules of conduct for children, staff, and parents?	